

To: Busterud, Gretchen[Busterud.Gretchen@epa.gov]
From: Gaudario, Abigail
Sent: Thur 6/8/2017 6:10:50 PM
Subject: RE: FOIA
[Weekly Report 122716 dj.docx](#)
[Weekly Report 121916.docx](#)
[Weekly Report 112116.docx](#)

These are the compiled ones

From: Busterud, Gretchen
Sent: Thursday, June 08, 2017 11:02 AM
To: Gaudario, Abigail <Gaudario.Abigail@epa.gov>
Subject: FW: FOIA

Abi –

Do you know?

Thanks,
Gretchen

From: Angelich, Michelle
Sent: Thursday, June 8, 2017 10:49 AM
To: Busterud, Gretchen <Busterud.Gretchen@epa.gov>
Subject: RE: FOIA

Gretchen – Can you confirm (maybe with Abi or Debbie) that no weekly reports were due during some of the holiday weeks? (for example, Dec 30, Dec 23, and Nov 25) I cannot locate records for those weeks. Thanks.

From: Busterud, Gretchen
Sent: Wednesday, June 07, 2017 1:56 PM
To: Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: RE: FOIA

Terrific! I'll let you know as soon as I hear from Bill on the collection site.

Thanks!

From: Angelich, Michelle
Sent: Wednesday, June 7, 2017 1:16 PM
To: Busterud, Gretchen <Busterud.Gretchen@epa.gov>
Subject: RE: FOIA

Hi Gretchen,

I will be the contact. I pulled as many as I could find in my files and made the emails into PDFs. I have all reports for but (week ending) Dec 30, Dec 23, Dec 2, Nov 25, and Oct 14. I'm checking with the people who may have been acting for me on those dates to see if they have responsive files. Just let me know where you want me to put the PDFs.

Thanks,
Michelle

From: Busterud, Gretchen
Sent: Wednesday, June 07, 2017 8:05 AM
To: TROMBADORE, CLAIRE <Trombadore.Claire@epa.gov>; Gullatt, Kristin <Gullatt.Kristin@epa.gov>; Lyons, John <Lyons.John@epa.gov>; Barhite, Steven <Barhite.Steven@epa.gov>; Lakin, Matt <Lakin.Matthew@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Gaudario, Abigail <Gaudario.Abigail@epa.gov>

Cc: Glenn, William <Glenn.William@epa.gov>

Subject: FOIA

Privileged and Confidential

All –

We received a FOIA request for copies of our division and regional Weekly Reports from September 1, 2016 – March 31, 2017. We withheld them under the deliberative process exemption, but headquarters wants us to segregate out factual material (redacting only the deliberative material). I need your help (or another manager in your office) in:

- (1) collecting pdf copies of your division's Weekly Reports for the time period – we are having a share site set up for depositing these copies (instructions to follow); and
- (2) reviewing the reports for deliberative material.

We have a short time frame for completing this work – hopefully by **Friday, June 23rd**. Could you please let me know who I should work with in your Division on this task?

Thanks!

Gretchen